

## Owatonna City Council Minutes

The Owatonna City Council met in regular session on Monday, January 8, 2018 at 7:00 p.m. in Council Chambers. Council President Schultz called the meeting to order and welcomed everyone in attendance. Attending were Council Members Voss, Schultz, Svenby, Burbank, Raney and Okerberg; Mayor Kuntz; City Attorney Walbran; Community Development Director Klecker; Finance Director Moen; Human Resource Director Gorski; City Administrator Busse and Administrative Specialist Clawson. Council Member Dotson was not present.

Following the Pledge of Allegiance, Council Member Svenby made a motion to approve the Agenda as presented, Council Member Raney seconded the motion; all members voted aye for approval.

Finance Director Moen presented Resolution 1-18, designating depositories and person authorized to sign order thereon. The Office of the State Auditor recommends that the City annually designate depositories for the upcoming year and formally appoint individuals authorized to disperse funds.

Designated as depositories for the deposits and safekeeping during 2018:

- US Bank
- Wells Fargo Bank
- Vining Sparks
- Profinium, Inc.
- Bremer Bank
- RBC Wealth Management
- Wells Fargo Advisors
- Municipal Money Market Fund (LMC 4M Fund), hereinafter called "Financial Institutions and/or Brokers,"

Authorized signatories will be Thomas A. Kuntz, Mayor; Kris M. Busse, City Administrator and Rhonda L. Moen, Finance Director.

Authorization to the depositories to honor transfer of funds through wire, ACH, and electronic funds transfer by: Thomas A. Kuntz, Mayor; Kris M. Busse, City Administrator; Rhonda L. Moen, Finance Director, Diane M. Guse, Accounting Technician or Holli Loken, Senior Accountant.

Council Member Raney made a motion to approve Resolution 1-18, Council Member Okerberg seconded the motion; all members present voted aye for approval.

City Administrator Busse presented Resolution 2-18, to reappoint City Administrator Busse as the Responsible Authority for Data Practices Compliance during 2018. Council Member Voss made a motion to approve Resolution 2-18, Council Member Okerberg seconded the motion; all members present voted aye for approval.

City Administrator Busse requested changing dates for three Council Meeting during 2018:

Tuesday, February 6, 2018 change to Monday, February 5, 2018

Tuesday, August 7, 2018 change to Monday, August 6, 2018

Tuesday, November 6, 2018 change to Monday, November 5, 2018

Council Member Svenby explained he is unable to attend on these proposed meeting dates because of his job. Council Member Raney made a motion to approve these meeting dates, Council Member Burbank seconded the motion, all members voted aye for approval. City Administrator Busse reminded everyone the date of the next meeting was previously changed from the third Tuesday, January 16, 2018 to the fourth Tuesday, January 23, 2018

City Administrator Busse requested the Owatonna Peoples Press be reappointed as the City's Official Paper for Publication for 2018. The City's Charter requires a newspaper of general circulation in the city be designated as the official paper for publication of all matters required. Council Member Svenby

made a motion to designate the Owatonna Peoples Press as the 2018 Official Paper, Council Member Voss seconded the motion; all members voted aye for approval.

City Administrator Busse requested reappointment of Fire Chief Michael Johnson as the City's Weed Inspector. Fire Chief Michael Johnson has served in this position for the past twelve years, which works well by offering a good point of contact for residents with concerns regarding weed and nuisance vegetation. Council Member Raney made a motion to reappoint Fire Chief Michael Johnson as the 2018 Weed Inspector, Council Member Svenby seconded the motion; all members voted aye for approval.

Mayor Kuntz explained School Choice Week is celebrated to raise awareness of the need for effective educational options. The City wants all children in Owatonna to have access to the highest quality education possible and recognizes the important role that an effective education play in preparing all students to be successful adults. Mayor Kuntz proclaimed the week of January 21-27, 2018 to be Owatonna School Choice Week.

Council President Schultz explained council members review the Consent Agenda Items prior to the meeting for approval in one motion. Consent Agenda Items for approval include:

Minutes – Council Meeting December 19, 2017.

Licenses and Permits:

Event Permit – Promote Big Brothers/Big Sisters – January 31, 2018.

Event Permit – 14<sup>th</sup> Annual Chili Cook-Off – January 27, 2018.

Event Permit- MN Snap Low Income Spay/Neuter Clinics –  
January 6, April 14, July 7 and November 10, 2018.

Event Permit – Polar Plunge – Special Olympics Minnesota – January 26, 2018.

Event Permit – Ice Golf Outing – February 3, 2018.

Temporary Liquor Permit – Steele County Historical Society – February 16, 2018.

Exempt Permit – NWTf Steele Spurs Chapter – Raffle – January 26, 2018.

Exempt Permit – Kids Korner Educare Center Inc. – Raffle – February 9, 2018.

Board & Commission Minutes/Reports.

Minutes – OPU Meeting – November 28, 2017.

Minutes – West Hills Commission Meeting – January 2, 2018.

Department Reports: Building/Inspection Report – December 2017.

Contracts/Agreements:

2018 SEMCAC Senior Dining Contract.

2018 Lease – Third Floor Senior Place - Steele County Healthy Seniors.

2018 Contract for Yoga Instructor – Denise Stewart.

Grant Contract – Rural Fire Department Volunteer Fire Assistance Matching Grant  
Program - Minnesota Interagency Fire Center.

Purchase 2018 Elgin Pelican Street Sweeper.

Purchase 2016 Caterpillar Motor Grader.

Lease – SEMCAC – Velve Hall - east side of first floor.

Lease – Big Brothers/Big Sisters – Velve Hall – west side of first floor & second floor.

Lease Agreement Amendment 3 – Parking Lot – Federated Insurance Company.

Resolution 3-18: Authorize Purchases from Fame Awards.

Council Member Voss recused himself from voting on Resolution 3-18 pertaining to his personal business. Council Member Okerberg made a motion to approve the Consent Agenda Items, Council Member Burbank seconded the motion; all members present voted aye in approval.

Vice President Raney recapped the expenses for the period; bills presented for payment totaled \$1,662,832.06. Council Member Voss made a motion to approve payment of these bills; Council Member Okerberg seconded the motion. All members present voted aye for approval.

Human Resource Director Gorski requested approval of the proposed 2018 Labor Agreement with the Sergeants Unit, Minnesota Public Employees Association. A summary of the changes are as follows:

- 1) Wage Scale – Approval of a 2% increase on the approved wage scale for 2018 effective January 1, 2018, and a 1% increase effective June 24, 2018. Employees that have remaining steps on the wage scale will receive a step effective June 24, 2018.
- 2) Insurance – \$21 (single) and \$60 (family) increase in employer contribution for 2018.
- 3) Language changes made to cancellation of court time.

Council Member Burbank made a motion to approve this contract, Council Member Okerberg seconded the motion; all members present voted aye for approval.

Human Resource Director Gorski requested approval of the proposed 2018-2019 Labor Agreement with the Patrol Unit, Minnesota Public Employees Association. A summary of the changes are as follows:

- 1) Wage Scale – Approval of a 2% increase on the approved wage scale for 2018 effective on January 1, 2018, and a 1% increase effective June 24, 2018. Approval of a 2% increase on the approved wage scale for 2019 effective on January 1, 2019, and a 1% increase effective May 12, 2019. Employees that have remaining steps on the wage scale will receive a step effective June 24, 2018 and May 12, 2019.
- 2) Insurance – \$21 (single) and \$60 (family) increase in employer contribution for 2018 and 2019.
- 3) Language changes made to cancellation of court time.
- 4) Memo of Understanding incorporated into contract regarding consecutive months of assignment.
- 5) Uniform - Increase of \$50 in 2019 for uniform allowance

Council Member Okerberg made a motion to approve this contract, Council Member Burbank seconded the motion; all members present voted aye for approval.

Human Resource Director Gorski requested approval of wage adjustments for paid on-call and resident firefighters 2018. The Wage Scale would increase 2% effective January 1, 2018 and an additional 1% increase effective June 24, 2018. Council Member Raney made a motion to approve these wage adjustments, Council Member Svenby seconded the motion; all members present voted aye for approval.

City Attorney Walbran presented an amendment to the City's Policy and Procedure Manual in Section 3.15 Nepotism Policy, Section 8, Exceptions. This amendment meets the needs of the City and allows exception when needed on a case-by-case basis by approval from the City Administrator based on the specific circumstances and subject to any conditions established by the City Administrator. Council Member Okerberg made a motion to approve this change, Council Member Burbank seconded the motion; all members present voted aye for approval.

There were no comments heard during Public Comments.

During Council Comments, Council Member Okerberg commented a snowstorm is predicted within a few days so remember to park on the correct side of street to avoid being towed for violation of the City's Snow Parking Ordinance. City Administrator Busse reminded everyone the next Council Meeting will be Monday, January 23, 2018. Council President Raney thanked everyone for coming and he thought 2018 was off to a good start.

At 7:21 p.m., Council Member Raney made a motion to adjourn the meeting. Council Member Voss seconded the motion, all members present voted aye and the meeting adjourned.

Dated: January 18, 2018

Respectfully submitted,  
Jeanette Clawson, Administrative Specialist